

## Garrett Park Archives Committee Minutes

March 7, 2011

Attending: Charlie Snyder, Marian Green, Jim Agenbroad, Nancy Walz, Alix Levy

Charlie gave a report on his meeting with Ted and Jack on the current budget allocations for archive activity. Trying to interpret the town's spreadsheet is indeed a challenge. The various line items for Archivist @ or Aarchival service@ or Aarchives database B conservation expense @ doesn't make it clear how much money we actually have to spend through the end of the fiscal year 2011. Thus, Charlie will meet with Ted Friday afternoon, hopefully with others there too, to get a clear idea of how much is available so that we can spend it on the highest priority items in the next few months. We'll present our case to the council next Monday, March 14.

The idea of setting up a 501(c)3 to raise funds for Archive or other town functions, which Jack had introduced at the last council meeting, hasn't been well received. Too many possible conflicts of interest, so that's off the table for now. We need to start researching independent national or local foundations instead. Next up was establishing priorities. Basically first steps should be what's there and how do we preserve it? We reviewed Alix Levy's 2009 planning document and the inventory of archive materials (put together by Glenda). Lots of discussion followed about how to create a searchable database, always keeping in mind that we want to make records electronically available to the public as quickly and easily as possible.

Alix offered to create a web-based database (to be part of the GP Town website) with a list of Record series@ or general categories which would link to the actual digitized documents & photos. Charlie & Marian will grab a few key items for Nancy to scan so we can upload a few typical samples. Since the database would take some time to develop, Charlie could present a visual mock-up of it at next Monday's council meeting.

We need to research which software and hardware would work best, how much it costs and at the same time get quotes from a digitization service (i.e. Kinko's) because it may make more sense to outsource it. The OCR (optical character recognition) scanner sounds ideal in that it creates a document whose content is searchable, much less timeconsuming than creating a database whose data has to be entered one search field at a time.

Jim wrote a job description for the archives clerk, to be discussed at next meeting.

We put together a very rough estimated budget:

\$5K B hire consultant to recommend best practices for proceeding

\$10K B outsource scanning of top priority documents to i.e. Kinko=s

\$10K - \$15K B salary for archival clerk

\$500 B scanner, software

\$1000 B archival supplies

Alix recommended using whatever funds are available in 2011 to hire a consultant to get us started in the most efficient way possible. We could also use available current funds to complete the oral history transcriptions.

To sum up Archive activities held this year:

- Marian has coordinated two successful programs at the Town Hall on the Depression Era and Nuclear Free Zone, with the Bugle history scheduled for Sunday, March 27.

- Archives Open Houses have taken place during an art reception and GIVES collection in February and March.

Next steps:

Charlie and committee present at Mon. March 14 Town Council meeting compelling case for why Town should adequately fund the Archives.

Next meeting: MONDAY, APRIL 4TH (Invite Martin Trocki)